



## PARKS and RECREATION ADVISORY COMMISSION MINUTES

November 2, 2006

### Attendees:

### Parks and Recreation Advisory Commission Members

		<b>Committee Membership</b>
<b>Jack Griffin, Vice Chairman</b>	Bermuda District	Capital Projects Committee Athletics Activities Committee Background Checks Committee
Bob Terrell	Dale District	<b>Chair, Athletics Activities Committee</b> Capital Projects Committee, Background Checks Committee
Dennis Harding	Dale District	Athletics Activities Committee Budget Committee
Lynn Crump	School Board	Capital Projects Committee, Outreach Greenways Advocacy Committee and Future Visions Committee
Will Shewmake	Midlothian District	<b>Chair, Outreach and Greenways Advocacy Committee</b> Future Visions Committee Athletic Activities Committee
Ron Maxey	Midlothian District	<b>Chair, Future Visions Committee</b> Capital Projects Committee
Earl Gee	Matoaca District	<b>Chair, Budget Committee</b> Athletics Activities Committee
Jose Sanchez	Clover Hill District	Capital Projects Committee Athletic Activities Committee

### Absent:

<b>Frank McDavid, Chairman</b>	Clover Hill District	Member of All PRAC Committees
Jim Beck	Bermuda District	Capital Projects Committee Budget Committee
VACANT	Matoaca District	

### Parks and Recreation Staff

Rebecca Dickson, Deputy County Administrator, Human Services

Mike Golden, Director, Primary Liaison, By-laws Committee and Future Visions Committee

Lynell McClinton, Chief of Finance, Primary Liaison Budget Committee

Phil Innis, Assistant Director, Primary Liaison Athletic Activities, Outreach & Greenways, and  
Background Checks Committee

Bruce Dove, Assistant Director, Liaison Budget, Capital Projects and Future Visions Committee

Mark Askin, Chief of Parks, Liaison Outreach and Greenways and Budget Committees  
 Stuart Connock, Jr., Chief of Parks Design and Construction, Primary Liaison, Capital Projects Committee  
 Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects and Background Checks Committees  
 Doug Salyers, Liaison Budget Committee  
 Rebecca J Parker, CPS/CAP, Secretary

## 2006 Standing Committee

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Earl Gee, Chair	Jack Griffin, Chair	Bob Terrell, Chair	Bob Terrell, Chair	Will Shewmake, Chair
Dennis Harding	Lynn Crump	Earl Gee	Jack Griffin	Lynn Crump
Jim Beck	Ron Maxey	Jack Griffin	Frank McDavid	Frank McDavid
Frank McDavid	Jim Beck	Dennis Harding		
	Bob Terrell	Will Shewmake		
	Frank McDavid	Frank McDavid		
	Jose Sanchez			

## Future Visions

Ron Maxey-Chair
Will Shewmake
Lynn Crump
Frank McDavid

## Speakers on Scheduled and Unscheduled Matters

Mike Catron	Police Department
Jim Eicher	Police Department
Mike Hairfield	Chesterfield Quarterback League

## 🔗 Parks and Recreation Advisory Commission Mission Statement 🔗

Working in partnership with the public, Parks and Recreation Department, and the Board of Supervisors, Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County's ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a *First Choice Community* such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County's citizens and determining how best to meet those needs.

## I. Vice-Chairman, Jack Griffin called the meeting to order at 7:00 p.m.

**II. Non Sectarian Invocation:**

Jack Griffin led the assembly in a prayer for continued blessings, wisdom, strength and guidance in fulfilling the needs of the citizens of Chesterfield County.

**III. Pledge of Allegiance:**

Bruce Dove led the assembly in the *Pledge of Allegiance*.

**IV. Approval of September 7, and October 5, 2006, Minutes:**

Dennis Harding made a motion to approve the minutes from September 7 and October 5, 2006, as written. Ron Maxey seconded the motion. There was no discussion and the minutes were approved with unanimous vote.

**V. Amendments to Agenda:**

Police Department representatives Mike Catron and Jim Eicher, were invited by Parks and Recreation to discuss trail safety issues.

Mike Catron advised that the Police Department is investigating leads concerning the attempted abduction at Dutch Gap Boat Landing/Henricus Park on October 28. Mr. Catron noted that the boat landing at this site is owned by the state and Henricus Park is County property. There is a great deal of activity at this site; however, only 23 calls for service to Henricus were received from January 2006 to the present. Although Mike Catron could not discuss an ongoing investigation, a handout of personal safety guidelines was furnished to the assembly.

**Personal Safety Guidelines  
When Out and About**

- Avoid taking a bad position. Don't be preoccupied as you go from one place to the next. Always scan your surroundings.
- Avoid carrying lots of packages. It can make you look defenseless.
- Become aware of situations and locations where crime is more likely to occur and avoid them.
- Carry a cellular phone with you wherever you go!
- Be confident and purposeful in your walk. Use a firm and steady pace.
- Look people in the eye as they approach you.
- If possible, dress comfortably so you can move quickly if you have to.
- Always let someone know where you are going and what time you will return.
- Keep a safe distance of two or more arm lengths between you and any stranger.

- Walk near the curb. Avoid passing close to shrubbery, doorways, blind corners, and other places of concealment.
- When exercising, always face on-coming traffic. Don't wear headphones! They take away your awareness of your surroundings.
- Travel cautiously after dark. Avoid dark and isolated areas.
- Avoid short cuts that conceal you from public observation.
- Do not travel or walk alone. There is safety in numbers.
- If you need assistance, as last resort, you select your helper.

The Commission discussed a variety of possible safety measures including installation of call boxes and cameras, signage advising safety tips and trail information (dead end trails, trail closures, etc.) and the recommendation that trail users carry whistles, flashlights with strobe capability and to have 911 as a speed dial selection in cell phones.

Lynn Crump discussed comparison studies completed by *Rails to Trails* about the number of incidents that occur on trails vs. nearby neighborhoods. The results of the study revealed that the number of incidents that occur on trails is less than those incidents that occur in the community at large.

The Commission thanked Mike Catron and Jim Eicher for this important information.

## **VI. Meeting Procedures:**

Vice Chairman Griffin discussed changes to the meeting procedures that now give priority to public comments. Vice Chairman Griffin advised that a sign-up sheet is available, and remarks should be limited to 5 minutes or less. A twenty-four hour notice must be given before a presentation can be made to the Commission, and that presentation must be limited to 30 minutes or less.

## **VII. Public Comments on Agenda Items: None**

### **a. Public Hearings: None**

## **VIII. New Business**

### **2007 Meeting Dates for PRAC:**

The Commission reviewed the proposed meeting dates for the 2007 PRAC meetings. Exceptions to the regular meeting date of the first Thursday in each month were noted--January 11 (the second Thursday) and June 7 and July (no meeting scheduled). Lynn Crump made a motion to approve the dates as presented. Dennis Harding seconded the motion. Earl Gee asked that the language *unless otherwise announced* be added for clarification. There was no further discussion and the motion including the additional language passed with unanimous vote. Approved meeting dates are as follows.

## **PARKS & RECREATION ADVISORY COMMISSION MEETING SCHEDULE FOR 2007**

**January 11, 2007 – at the Rockwood Park Nature Center**

**February 1, 2007**

**March 1, 2007**

**April 5, 2007**

**May 3, 2007**

**June 7, 2007 – May not meet**

**July – No Meeting**

**August 2, 2007**

**September 6, 2007**

**October 4, 2007**

**November 1, 2007**

**December 6, 2007**

The Chairman's Workshop meets at 6:30 p.m.

All meetings are scheduled for the first Thursday of each month at 7 p.m., at the Central Library Meeting Rooms A & B, *unless otherwise announced*.

Committee meetings are scheduled as needed.

### **IX. Parks and Recreation Director's Remarks**

Mike Golden reported that the Budget process was underway. This process includes the Operating Budget (salaries, utilities, maintenance, programs, vehicle operation, etc.), the Capital Improvement Budget (CIP) and the Block Grant budget. A large part of County revenues are collected through real estate taxes. The Assessors Office determines property tax rates by referencing sales from 2005. There was a boom in 2005 that could be reflected in an increased property tax rate for 2006. The Board of Supervisors and County Administration will review the data and determine the new tax rate.

The Capital Improvement Plan is under review and increased construction costs will have an impact. The plans to expand Ft. Lee over the next few years could also have an impact on the local construction market.

The Block Grant budget is a federal program budget that helps to fund the operation of the Ettrick and Bensley Community Centers. An application for funding of the Ettrick trail, discussed before the Commission by Ms. Evelyn Tucker, has been made to the Block Grant office.

Will Shewmake asked for a status on the recent backlog of projects at the Purchasing Department, specifically, the project for lights at Bettie Weaver Elementary. Bruce Dove advised that the contract for Bettie Weaver has been awarded. The backlog has been reduced.

Mike Golden reported that Parks and Recreation and Purchasing had met and determined that in order to expedite projects from the backlog, Parks and Recreation could hire project consultants to perform some of the duties normally provided by Purchasing staff. Purchasing agreed to notify Parks and Recreation ahead of time if the projected timetable for project completion could not be met so that consultants could be hired.

Dennis Harding discussed the negative impact caused by reports of the mishandling of youth sports athletic association funds, such as the recently reported incident with Chalkley. The Commission had previously discussed the need to prevent the further decline in youth sports associations. Mr. Harding suggested that during the budget process was an appropriate time to include open conversations with the Board of Supervisors about developing a contingency plan to help youth sports organizations in economically depressed areas of the County. Mr. Harding stressed that a pattern was developing that could have a much greater negative impact upon the County than project delays. Mike Hairfield reported that the Chesterfield Quarterback League was reaching out to assist the Chalkley Athletic Association.

Mike Golden advised that some steps had been taken to provide athletic staff to assist these at-risk associations. Mike Golden said that Parks and Recreation would submit a request for a more comprehensive program.

#### **X. Accept Parks and Recreation Staff Reports:**

All reports were distributed and reviewed. Dennis Harding made a motion to approve the staff reports as written. Bob Terrell seconded the motion. Lynn Crump asked about the Dutch Gap boardwalk and Bruce Dove advised that funding was not available at this time. There was no further discussion, and the motion was approved with unanimous vote.

#### **XI. Committee Reports:**

There were no specific Committee Reports at this time. Committee work on action items is ongoing. Will Shewmake advised a meeting with the Greenways Committee would be scheduled to discuss recent input from three experts interested in the Greenways initiative.

#### **XII. Deferred Business: None**

##### **Long-Term Concession Leases**

Phil Innis recommended that Goyne Park be removed from consideration for a long-term concession lease agreement. Jack Griffin confirmed that R. Garland Dodd Park (Enon and Margueritte Christian) and Goyne Park would be removed from consideration for long-term lease agreements.

Vice-Chairman Griffin advised that the public hearing for Long Term Lease Agreements had been closed on October 5, and the vote was deferred until a quorum was present. Dennis Harding made a motion to approve the RFP process for the Warbro Athletic Complex and Harry G. Daniel Park adult softball fields concessions and to approve the long-term concession leases as presented to PRAC, with the understanding that R. Garland Dodd Park (Enon and Margueritte Christian) and Goyne Park concessions could be leased with seasonal or short-term permits. Lynn Crump seconded the motion. There was no further discussion and the motion passed with unanimous vote.

### **Sports Season Dates**

Bill Carlson advised that the public hearing on Sports Season Dates was closed at the October 5, 2006, PRAC meeting and the vote was deferred until a quorum was present. Mr. Carlson asked the Commission to approve the dates as presented by Parks and Recreation staff. Lynn Crump made a motion to approve the Sports Season Dates for 2007 as presented. Joe Sanchez seconded the motion. There was no further discussion and the motion passed with unanimous vote.

### **XIII. Recommendations of Agenda Items for December 7, 2006:**

- **Baseball/Softball Assignments**
- **Athletic Group Presentations**  
**Tentatively Scheduled-subject to change**

Commission members and staff discussed the possibility of holding PRAC meetings in the area of the athletic groups that would be making their presentations.

Vice-Chairman Griffin advised that any further additions to the agenda could be e-mailed to Mike Golden's staff within the next two weeks.

### **XIV. Adjournment:**

Vice-Chairman Griffin adjourned the meeting at 8:00 p.m.

**Minutes submitted by Rebecca J. Parker, CPS/CAP**

**The next meeting will be held on Thursday, December 7, 2006, at the Central Library**